2019 Guide to Register as a Principal and Add Lobbyists

Step 1: Select the Create New User at the Lobbying Database:

http://lobbyistregistration.mt.gov/login.jsf.



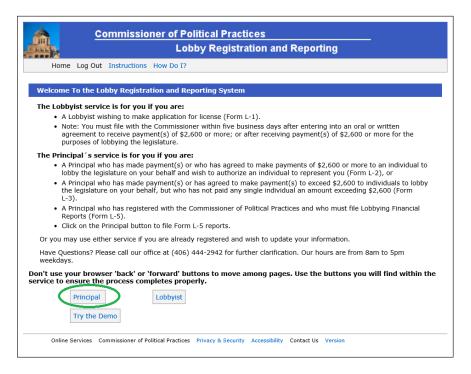
Step 2: Enter in your contact info and create login information. Select **Save**. *Tip:* Save your login information somewhere obvious for easy reference.



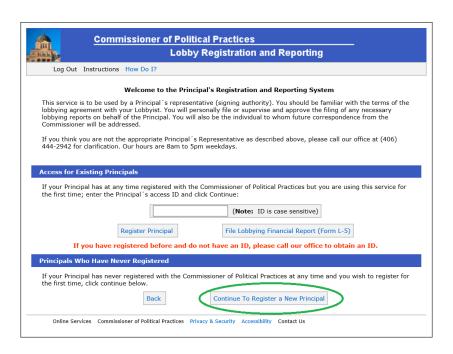
Step 3: Enter in your newly created username and password. Select Create New User.



Step 4: Select Principal.



Step 5: If you have never registered as a principal <u>in the lobbying database</u> (you will not be in the database if you registered by paper), select **Continue to Register a New Principal.**



Step 6: Click **Certify** to confirm that you have the authority to register as a principal.



Step 7: 1) Fill out the **Principal Information Update** section, 2) select the subjects lobbyists will be authorized to lobby on, and 3) select whether you want to file a L-2 or L-3 registration form (more info on registration forms at the <u>2019 Lobbying Guide</u>).

Principal Information Update									
Please enter or update Principal Information Below.									
Required fields are noted with an * by the field name									
Registration Period: 2019 - 2020									
*Full N	ame of Principal	Principal's name							
*Street	t Address	Principal's address							
*City		Principal's city							
*State		MONTANA	V						
*Zip									
*Telep	hone Number	()							
*E-Mai	l Address	cpphelp@mt.gov							
Please Note:									
reducing operating costs. We request that each Principal filing with our office provide an e-mail address of the Principal's Representative with signing authority. Thereafter, correspondence from this office will be via e-mail directed to the Principal's recorded representative. Select the subjects of legislation your lobbyists will be authorized to promote, modify or oppose on your behalf:									
*Please select all that apply:									
☐ Agriculture	☐ Banking/f	inance/investment		Business/labor					
☐ Economic developmen	t 🗌 Education	ı		Energy/conservation					
☐ Government/regulatio	n 🗌 Health/m	ental health/human services		Insurance/retirement					
☐ Justice system	☐ Natural re	esources/land use/water		Taxation					
☐ Transportation	☐ All matte	rs in which the principal has a	n in	terest					
☐ Other(please specify)									
Other Comments:									
If you wish, you may enter below any information you think may be of interest to parties who may request to view your registration (such as web sites or other company contacts). Note: comments are limited to (1000 Characters).									
				$\hat{\circ}$					
If you are a Principal who has made payments(s) or who has agreed to make payments of \$2,600 or more to an individual to promote, oppose, or modify the introduction or enactment of legislation on behalf of the Principal and who wishes to authorize an individual to represent the Principal (Form L-2), click YES below. If you have not paid or do not intend to pay a single individual an amount exceeding \$2,600 click NO below (File Form L-3).									
Back	Yes (File Form	No (File For	m L-3	Exit					

Step 8: You now have the option to add lobbyists (select the **Add Lobbyist**), or, simply finalize your registration by selecting **Finish and Register.** If you select **Add Lobbyist**, continue to step 9.



Step 9: In this screen, you can search for already-registered lobbyists for whom you will be their principal. Enter in information about their first and last name and select **Search Lobbyist.**

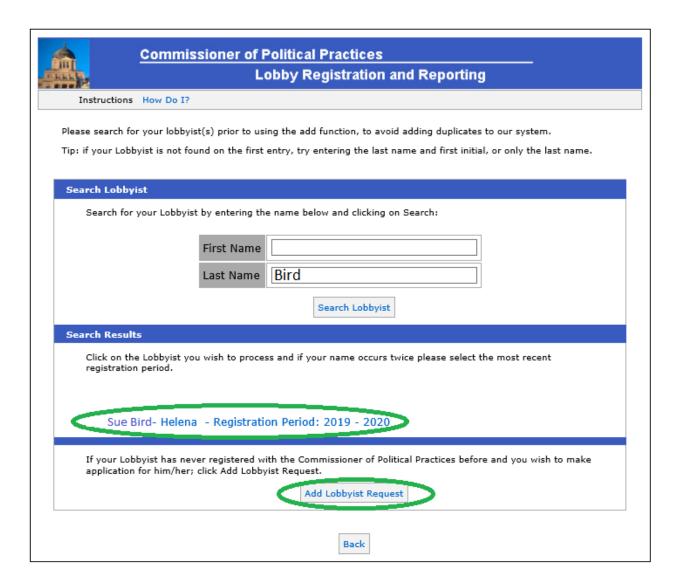


Step 10:

<u>OPTION 1:</u> If the lobbyist you are searching for has already registered in the online database, their name will come up in the "Search Results." Click on their name to add them as a lobbyist. (Continue reading below for next steps after you have clicked on the lobbyist's name.)

In the below example, "Bird" was the last name of the lobbyist searched. Under **Search Results**, the lobbyist entry for **Sue Bird** came up.

<u>OPTION 2:</u> If your lobbyist has not yet registered, you can send them a registration request by clicking **Add Lobbying Request** (see below screenshot).



Once you confirm their contact information and the subjects they can lobby on your behalf on, click **Send Authorization Request.** They authorization request will be emailed to the lobbyist from cppehlp@mt.gov and include a link for the lobbyist to register. The email will also include your access ID. Lobbyists should follow this step-by-step-guide to register in the lobbying database.

Commissioner of Political Practices Lobby Registration and Reporting									
Instructions How Do I?									
Viou	u Lobbyist and Roque	est to Ron	recent						
View Lobbyist and Request to Represent To complete your registration you must have at least one lobbyist's agreement assigned to your registration. To request									
this Lobbyist to represent you, add a date of employment and click on the "Send Authorization Request" button below. Registration Period: 2019 - 2020									
Registration Period: 2019 - 2020									
	Lo	obbyist Fi	st Name						
	Mic	iddle Initi	al						
	La	Last Name							
	Ad	ddress							
	Cit	City							
	St	State		MONTA	MONTANA			~	
	Zir	Zip Phone							
	Ph			(
	E-1	E-Mail Address							
		Date of Employment (MM/DD/YYYY)							
Wed	Please Note We communicate electronically whenever possible. Please provide a current and active e-mail address. Correspondence from this office normally will be via e-mail. *Please select all that apply:								
	Agriculture				investment			Business/labor	
	Economic developm	ment 🗌	Educatio	on				Energy/conservation	
	Government/regula	ation \square	Health/r	mental he	ealth/humar	services		Insurance/retirement	
	Justice system		☐ Natural resources/land use/water				Taxation		
	Transportation		$\hfill \square$ All matters in which the principal has an interest						
	Other(please specif	fy)							
The fields marked with a * are required.									
			Back		Send Author	ization Requ	est		

Step 11: Whether you have added a lobbyist or not, you will finish your registration process by selecting **Finish and Register** on the next screen.

Step 12: The next screen gives you the option to either print your registration (**Print Page**) or **Exit.** If you select **Exit,** you will then go back to the main screen, where you can file an L-5 report.

<u>Your registration in the database is now complete!</u> If your lobbyist still needs to acknowledge your relationship as their lobbyist, that step must be completed by the lobbyist. They can complete that process by following this guide.

To comply successfully with Montana's lobbying requirements, familiarize yourself with the <u>COPP's</u> <u>lobbying page</u> and the <u>L-5 Report Guide</u>.